

Utilities Coordinating Working Group Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 1, 2019
DelDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Room

MINUTES

Approved 11/5/2019

MEMBERS PRESENT:

Rep. Osienski	Legislator nominated by the Speaker of the House	present
Sen. Nicole Poore	Legislator nominate by President Pro Tempore	absent
Jennifer Cohan	Sec. of the Dept of Transportation	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Rep. from Delmarva Power Corporation	present
Troy Dickerson	Rep. from Delaware Electric Cooperative	absent
Bonnie Metz	Rep. from Verizon Delaware Inc.	present
Shane Breakie	Rep. from Chesapeake Utilities Corporation	absent
Wayne Tyler	Rep. from Artesian Water Company	present
Tammy House	Rep. From Comcast Corporation	present
Jim Robinson	Rep. from Delaware Municipal Electric Corp.	absent
Bryon Short	Rep. from DCA of DE	present
Alan Marteney	Rep. from ACEC-DE	present

OTHERS PRESENT: Meaghan Barna (DelDOT), Shante Hastings (DelDOT), Nicole Majeski (DelDOT), John Rautenbush (Verizon), Chris Redd (Chesapeake Utilities), Todd Reavis (DelDOT), Tony Rutherford (DEC), Aimee String (DelDOT), Caroline Trueman (FHWA), Kristopher Waite and George Zang (Verizon)

- I. Welcome and Call to Order: Meeting was called to order at 1:05 PM by Secretary Jennifer Cohan. Members of the committee and public introduced themselves.
- II. Review of Minutes
 - a. Motion to approve the August 21, 2019 Meeting Minutes made by Rep. Osienski, Second by Eric Como. Minutes approved unanimously.
 - b. Subcommittee Updates
 - i. Design Phase Utility Relocation Coordination
 1. The committee has had three meetings to date. The committee received a demonstration of Bluebeam, a PDF software which was followed by discussion. Considerable time has been taken to break down the process and discuss the things that are working

well and the things that could use improvement. The committee has also begun the process of discussing accountability and looks forward to continuing that discussion.

2. Construction Phase Utility Coordination

- a. The Construction committee has had two meetings to date. The committee has identified five possible recommendations for further discussion.
 - i. Identifying how we can do more joint trenching
 - ii. Field pre-construction meeting to walk site with all parties present
 - iii. Keeping project managers aware of key points of contact and any changes in points of contact throughout the project
 - iv. Potentially require utilization of the Alden System
 - v. More clearly define flow of information and approval process when changes are being made to plans

III. Discuss Creating a Technology Subcommittee

- a. Because much of the conversation has circled around technology, the committee agreed that it would be beneficial to create a Technology Subcommittee. The purpose of the committee is to explore available options. Secretary Cohan nominated Todd Reavis, DeIDOT's Director of Technology and Innovation, to serve as chair of the committee. The motion was seconded by William Whitaker. Mr. Reavis was unanimously elected chair of the Technology Subcommittee.

b. Best Practices from Other States

- i. Eric Como gave a presentation highlighting best practices in other states.
See attached presentation slides

IV. Public Comment: None

V. Future Meetings: 11/5/19; 12/3/19